

**General Services Administration
Federal Acquisition Service
Assisted Acquisition Services Division
Southeast Sunbelt Region**

PERFORMANCE WORK STATEMENT

Task Title: netCDS Software and Systems Engineering Support

Task Order No: ID04130039

December 9, 2019

Modification History

Mod 028: Mod 28 is issued to closeout task and de-obligate residual funding in the amount of \$50,674.85.

Mod27: De-obligate residual funding in the amount of \$62,872.32 from six month extension period of performance.

Mod26: De-obligate residual funding in the amount of \$190,000.00 from six month extension period of performance.

Mod25: De-obligate \$100,000.00 from travel funding ceiling in Option Year Two.

Mod24: Incorporate revised DD254 (PWS 13.0) for the extension period of performance.

Mod23: Realignment of funding in Option Year Two of \$30,000.00 from Travel to Labor.

Mod22:

- Add C3MS and Centropy Data Exchange, PWS 3.1.2
- Update PWS 4.0 Matrix with C3MS and Centropy Data Exchange
- Increase ODC budget, PWS 8.6.2
- Increase travel budget, PWS 8.7.1

Mod21: Six months extension of task order, PWS 1.5, 8.6.2, 8.7.1

Mod20:

- Corrective action to realign hours from Contractor Site to Government Site for Training Specialist, Senior, in the Base Year and Option Year One.
- A No Cost Realignment
- Add incremental funding to Option Year Two.

Mod19: Add on-site support, PWS paragraph 8.1.

Mod18: De-obligate residual funding in base year and Option Year One.

Mod17: Realignment between Travel Funding Ceiling and ODC Funding Ceiling in Option Year Two.

Mod16: Realignment between Travel Funding Ceiling and ODC Funding Ceiling in Option Year One.

Mod15:

- Exercise Option Year Two
- Update CR/COR, PWS paragraph 1.1 Point of Contact

Mod14: Realignment between Travel Funding Ceiling and CAF Funding Ceiling in Option Year One.

Mod13:

- Realignment of hours in the base year to correct the EAS/ELS invoice issue.
- Add New Central Invoice Service (CIS), paragraph 9.0

Mod12: Administrative modification to correct error on the Labor Funded Ceiling amount in Option Year One that was incorrect on the previous modification SF30 award document.

Mod11: Administrative modification to correct the funded ceiling amount for labor in Option Year One.

Mod10: Add incremental funding to Option Year One

Mod09: De-obligate \$384,615.39 from Option Year One

Mod08: Add incremental funding to Option Year One

Mod07: Realignment of funds in the amount of \$75,000.00 from Option Year One to the Base Year.

Mod06: Exercise Option Year One

Mod05:

- Realignment of hours to support Enterprise Level Security/Enterprise Attribute Store (ELS/EAS) support, PWS paragraph 3.4
- Invoice Payment Update, PWS paragraph 9.0

Mod04: Add incremental funding to the base year.

Mod03: Add incremental funding to the base year.

Mod02: Add incremental funding to the base year.

Mod01 –

- Align Period of Performance with award dates, paragraph 1.5
- Add Sustainable Acquisition FAR Clause Citations, paragraph 8.6
- Remove Alternate COR, paragraph 1.1

1.0 Introduction: Work is to be accomplished for the Air Force Material Command, AFMC Air Force Life Cycle Management Center (AFLCMC)/HBBD, herein referred to as Client, through the General Services Administration (GSA Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

1.1 Points of Contact:

GSA Senior Project Manager

Name: Joann Cox
Address: 700 S. Palafox Street, Suite 125
City, State, Zip: Pensacola, FL 32502
Phone: (b) (6)
FAX: (850) 435-8496
E-mail: joann.cox@gsa.gov

Alternate Customer Account Manager:

Name: Jim Kiesling
Address: 700 S. Palafox Street, Suite 125
City, State, Zip: Pensacola, FL 32502
Phone: (b) (7)(A)
FAX: (850) 435-8496
E-mail: jim.kiesling@gsa.gov

GSA Senior Contracting Officer (SCO)

Name: Karen Ziemba
Address: 700 S. Palafox Street, Suite 125
City, State, Zip: Pensacola, FL 32502
Phone: (b) (6)
FAX: (850) 435-8496
E-mail: Karen.ziemba@gsa.gov

Contracting Officer Representative (COR)

Name: Kelly Goshorn (b) (6)
Address: AFLCMC/HBBD, 410 I Government Street
City, State, Zip: Valparaiso, FL 32580
Phone: (b) (6)
FAX: (850) 882-0884
E-mail: (b) (6)

Alternate Contracting Officer Representative (ACOR)

Name: (b) (6)
Address: 11 Barksdale Street
City, State, Zip: Hanscom AFB, MA 01731-1700
Phone: (b) (6)
FAX: (850) 882-0884
E-mail: (b) (6)

1.2 Background: The netcentric Commanders Decision Services (netCDS) program focuses on web platform services and components to support the commander and staff decision process providing a Command & Control (C2) workspace for net-centric collaboration and information sharing. The program initially started with the air component organizational level (AF Numbered Air Forces) and the capabilities are relevant to the Wing command level to include netting the Wing with the component Numbered Air Force (NAF) and other higher Headquarters. Providing an aggregate view of information and collaboration between the Higher Head Quarters (HHQ), component NAF, and Wing will improve the commander's decision process enabling near real time operational information.

The netCDS platform brings mapping tools, social networking technologies, and enterprise data sources together via web services to create near real time situational awareness, functional area coordination across the staff and decision support for the Commander. The program goal is to dramatically increase knowledge and productivity at the wing level by aggregating and displaying information previously trapped inside disparate data sources. By enabling these capabilities via scalable Web 2.0 web services, responsively informing all levels of the organization for operations, and reducing the time-intensive nature of the current processes, users can spend more time doing higher level operational tasks.

1.3 Objective: To obtain contractor software and systems engineering services to upgrade, deploy and maintain the netCDS software and to support its operations in the field. Support is required in the following areas:

- Project Management
- Systems Analysis
- Requirements Development
- Design Development
- Software Development
- Software Testing
- Software Information Assurance/Certification
- Network administrative Support
- Systems Deployment
- Software Configuration Management
- Software Quality Assurance
- Software Training
- Software Help Desk

1.4 Task Order Type: Performance Based, Time and Materials

1.5 Period of Performance: Duration of this task is for a base year and 2 option years.

- Base Period: 18 June 2013 – 17 June 2014
- Option Year 1: 18 June 2014 – 17 June 2015
- Option Year 2: 18 June 2015 – 17 June 2016
- Six Month Extension: 18 June 2016 – 17 Dec 2016

- ~~Base Period: 8 June 2013 – June 7, 2014~~
- ~~Option 1: 8 June 2014 – 7 June 2015~~
- ~~Option 2: 8 June 2015 – 7 June 2016~~

FAR 52.217-8, Option to Extend Services. (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) calendar days of the end of the task order.

FAR 52.217-9, Option to Extend the Term of the Contract. (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

~~*The following clause is incorporated by reference.*~~

~~*FAR 52.217-5, Evaluation of Options (Jul 1990)*~~

2.0 Scope: The purpose of this task is to obtain contractor software and systems engineering services to upgrade, deploy and maintain the netCDS software and to support its operations in the field.

3.0 Performance Requirements:

This contractor is required to be certified at Capability Maturity Model Integration (CMMI), which is a process improvement approach that provides organizations with the essential elements of effective processes.

3.1 Software Engineering – Functional Requirements. The contractor shall perform software and systems engineering tasks for the requirements, design, implementation, integration, and support of all software and associated documentation for new, upgraded, and existing netCDS capabilities. Using an Agile software engineering approach, specific functional requirements are fluid throughout the life cycle of the project. The netCDS program is conducted in accordance with Agile principles, one of which states: “Welcome changing requirements, even late in the development.” Accordingly, the capabilities described in Sections 3.1.1 and following represent functions that either currently exist or are contemplated to be included in the netCDS product line as of the issuance of this performance work statement. However, through the iterative process of requirements and product definition embodied in the Agile approach, any of these capabilities may be deprecated and new capabilities added to the netCDS system over the course of the period of performance.

3.1.1 Software Engineering – Environmental Requirements. The contractor shall perform netCDS software engineering activities within the following development environment requirements and constraints:

- Software will be developed in a CMMI® 3 environment using SCRUM and Agile methodologies.
- netCDS software must support access control using Information Assurance (IA) compliant solutions such as single sign-on using the AF Public Key Infrastructure (PKI Certificates on the Common Access Card (CAC) netCDS may be provided to foreign governments and the contractor must be able to support and operate under the security requirements of the International Traffic in Arms Regulations (ITAR) for Foreign Military Sales (FMS).
- netCDS software must meet the security and accreditation requirements use on Non-classified Internet Protocol (IP) Router Network (NIPRNET), Secure Internet Protocol Router Network (SIPRNET) and Joint Worldwide Intelligence Communications System (JWICS) and be compliant with Defense Information Assurance Certification and Accreditation Packages (DIACAP) standards.
- netCDS software must be developed and tested in the Air Force Standard Desktop Configuration and Federal Desktop Configuration.
- Tracking and monitoring of Agile development processes through the use of a modern information management system.
- Development of web services and data services integrating a variety of open source software and Microsoft technologies.
- Development of Service Oriented applications implementing the WS-* with the flexibility of deployment using a variety of protocols including TCP, Named Pipes, HTTP and MSMQ.
- Installation, configuration and utilization of Microsoft Team Foundation Server for source control, configuration management, continuous integration and daily build processes

- Integration of automated regression test scripts into an automated build process
- Creation of an automated unit tests suite that integrates into a continuous integration build process
- Development of automation tools to assist users with routine administrative tasks such as network configuration and database management

3.1.2 Cyber Command and Control Mission System (C3MS) and Centropy Data Exchange: The contractor shall develop, test, integrate, and field web services that secures and enables a bi-directional data-flow connection between C3MS and United States Cyber Command (USCYBERCOM) Centropy service using:

- Primary goals:
 - Connect to Centropy web service(s) and make critical events available in NetCDS Master Events List (MEL) widget. These critical events will be user selectable from a pending events list for import into the MEL. This will enhance mission planning efforts between C3MS and USCYBERCOM.
 - Enable Centropy to access NetCDS MEL data through machine-to-machine interface.
- Secondary goals:
 - Update NetCDS Database Design Description (DBDD) Document.
 - Develop, document, update, implement, and maintain interfaces, architectural and system models utilizing a Model Based System Engineering (MBSE) approach in accordance with the Unified Profile for DODAF and MODAF diagrams SV-1 (BDD and IBDs as requested by program office), SV-2, SV-4, SV-5, SOV-4, SOV-5, and any required prerequisite diagrams.
 - Provide C3MS program office task completion status by conducting weekly technical reviews until software development commences.
 - Update NetCDS Interface Control Document (ICD).
- Additional goal:
 - Develop connections to NetCDS using other C3MS components' (e.g., SOAIF, Ozone platform, etc)

3.2 netCDS Operations Support. Provide operations support to fielded netCDS systems and appropriate mission expertise as follows:

3.2.1 Help Desk: Staff the netCDS Help Desk Monday- Friday, 0700-1600 U.S. Central time. Respond to trouble calls and request for user assistance from netCDS users world-wide.

- 3.2.2 **User Training:** Setup, maintain and operate a training classroom in contractor-provided facilities with netCDS workstations that mirror systems currently deployed in the field. Conduct netCDS user training as follows:
- Develop and deliver courseware, computer-based training, and other training and visual aids
- 3.2.3 **System Security:** Support system security testing and accreditation through the following activities:
- Test netCDS software on systems that are configured in accordance with Defense Information Systems Agency (DISA Security Technical Implementation Guides (STIG).
 - Perform software security evaluations
 - Develop DIACAP packages
- 3.2.4 **Test, Integration, Demonstration, and Exercise Support:** Perform netCDS testing, operational testing, demonstrations, and end-user exercise support.
- 3.3 **Customized On-Site Support:** Provide dedicated, on-site support for customized applications, interfaces, and system administration. Individual headquarters, wings, and lower echelon organizations may opt to request and fund dedicated on-site contractor staff to develop specialized interfaces, reports, dashboards, and other applications that externally interact with netCDS. Such support may also include administration of local systems.
- Specific requirements may vary significantly by unit. Upon approval and funding, the contractor shall provide the on-site level of effort needed to satisfy the local requirements.
 - As part of an on-site support request, the government will provide the specific requirements to the contractor and the contractor shall work with the government to develop the technical approach and staffing to satisfy the requirement.
- 3.4 **Interface With External Systems.** Interface netCDS with external systems such as Unit Level Bridge to Unit Command and Control (UL/UC2), Automated Records Management System (ARMS), Patriot Excalibur (PEX), and other systems as required, with emphasis on development and support of Service Oriented Architectures (SOA).
- 3.5 **Service Oriented Architecture.** The contractor shall monitor existing DoD programs including Net-Centric Enterprise Services (NCES), Net-centric Enterprise Solutions for Interoperability (NESI), TIA, Singularly Managed Infrastructure with Enterprise

Level Security (SMI-ELS) and others to inform design decisions and ensure portability to future SOA infrastructures.

4.0 Performance Criteria Matrix:

Deliverable or Required Services	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
PWS 3.1 Software Engineering Functional Req	Completeness, timeliness, and accuracy of PWS requirements	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections.
<u>PWS 3.1.1 Software Engineering Environment Requirement</u>	Completeness, timeliness, and accuracy of PWS requirements. Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service.	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections, Customer Complaints
<u>PWS 3.1.2 C3MS and Centropy Data Exchange</u>	<p>Completeness, timeliness, and accuracy of activities supporting PWS 3.1.2. Demonstrate progress toward meeting Primary goal, report progress toward Secondary goals</p> <p>Initial delivery of UPDM model submitted in standard model format (one of: XML Metadata Interface (XMI) standard, MDZIP, MDXML);</p> <p>Continued modeling work and updates. Submit updated properly formatted model</p>	<p>Meet PWS requirements 100% of the time</p> <p>NLT 20 work days after task modification award.</p> <p>NLT 5 days after model change (97% of the time)</p>	<p>Weekly Government C3MS PMO technical reviews until development begins; Sprint reviews thereafter, Customer Complaints</p> <p>Government C3MS PMO review of web-based export of model (e.g. Software Engineering Portal produced by CAMEO Enterprise Architect), Customer Complaints</p> <p>Government C3MS PMO review of web-based export of model (e.g. Software Engineering Portal produced by CAMEO Enterprise Architect), Customer Complaints</p>

<u>PWS 3.2</u> <u>NETCDS</u> <u>Operations</u> <u>Support</u>	Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service for this task order. Contractor successfully resolves any customer complaints within five working days of receipt or less time as specified in the subtasks	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections, Customer Complaints.
<u>PWS 3.3</u> <u>Customized</u> <u>On-Site</u> <u>Support</u>	Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service for this task order. Contractor successfully resolves any customer complaints within five working days of receipt or less time as specified in the subtasks.	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections, Customer Complaints.
<u>PWS 3.4</u> <u>Interface with</u> <u>External</u> <u>Systems</u>	Completeness, timeliness, and accuracy of PWS requirements. Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service.	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections, Customer Complaints
<u>PWS 3.5</u> <u>Service</u> <u>Oriented</u> <u>Architecture</u>	Completeness, timeliness, and accuracy of PWS requirements. Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service.	Meet PWS requirements 97% of the time	Government Review, Periodic Inspections, Customer complaints
<u>PWS 8.11</u> <u>Status Report</u> <u>(Monthly)</u>	Due on the 10 th business day following the close of the calendar month. Electronically posted in ITSS.	Meet standard allowed 95% of the time	Government review and acceptance

4.1 Contract Performance Evaluation

In accordance with FAR 8.406-7, Contractor Performance Evaluation and FAR 42.15, Contractor Performance Information, interim and final past performance information

will be submitted by the GSA Contracting Officer, GSA Customer Account Manager, or COR through the Contractor Performance Assessment Reporting System (CPARS) for archive in the Past Performance information Retrieval System (PPIRS). The CPARS process allows the contractor to view and comment on the Government's evaluation of the contractor's performance. To that end, contractors shall register in CPARS <https://www.cpars.csd.disa.mil> and the registration shall be completed within 45 days after award. Once the contractor past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS). Per GSAM 542.1503(c), the Contracting Office Director will make the final decision regarding disagreements related to performance evaluations between the contracting officer and the contractor.

- 5.0 Task Order Deliverables:** All deliverables shall be delivered to the Contracting Officer Representative (COR no later than the specified dates stated in the Performance matrix in Section 4.0.

5.1 Initial Business and Technical Meeting: Within ten (10) business days following the task award date, contractor shall meet with the GSA Senior Project Manager, GSA Contracting Officer and the Client Representative (CR), ~~Kelly Goshorn~~ for a Kick-off meeting to review goals and objectives of this task order, and to discuss contract and technical requirements.

- 6.0 Records/Data:** The Air Force retains unlimited government rights to the netCDS software and associated data. The program office for netCDS requests any additional work with programs or modules funded by the netCDS office continue ownership by the government. All data and data rights associated with this effort will be property of the United States Air Force.

The following clause is incorporated by reference.

DFAR 252.227-7013, Rights in Technical Data –Noncommercial Items (FEB 2012)
DFAR 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation (FEB 2012)
DFAR 252.227-7016, Rights in Bid or Proposal Information (MAR 2000)
DFAR 252.227-7030, Technical data-Withholding of Payment (JUN2012)

- 7.0 Inspection and Acceptance:** Inspection and acceptance will occur in accordance with FAR 52-246-6, Inspection of Services – Time and Material and Labor Hour. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the COR's findings within five (5) work days of normally scheduled review. If the deliverables are not acceptable, the COR will notify the GSA Project Manager (PM) immediately.

Unsatisfactory work - Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the contractor as a

result of quality control, shall be at its' own expense and without additional reimbursement by the government. Unless otherwise negotiated, the contractor shall correct or replace all non-conforming services or deliverables not later than five (5) workdays after notification of non-conformance.

- 7.1 Quality Control:** The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR and GSA Project Manager (PM). The QCP must be submitted through GSA's Web-Based Order Processing System (currently ITSS) for COR approval. The COR will notify the contractor and GSA PM of acceptance or required modifications to the plan within ten (10) calendar days from receipt. The contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

- 7.2 Quality Assurance:** The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

7.3 Organizational Conflict Of Interest: The guidelines and procedures of FAR 9.5 will be used in identifying and resolving any issues of organizational conflict of interest at the Order level.

All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5. "Offeror" as used in this solicitation section addressing OCIs shall include all vendors that the company submitting this proposal has entered into a contractor teaming agreement or prime contractor subcontractor relationship with in connection with its proposal submission for this acquisition.

If the Offeror is currently providing support or anticipates providing support to the Government that presents an actual or potential OCI with the requirements for this acquisition, OR, If the Offeror is currently performing or anticipates performing any other work for the Government under any proposal for any solicitation relating to the requirements for this order, the Offeror shall include in its proposal submission:

- (1) a statement identifying and describing the actual or potential OCI, and
- (2) a proposed OCI mitigation plan detailing the offeror's recommendation for how the potential OCI may be avoided, neutralized and/or mitigated.

If the Government determines an OCI cannot be avoided, neutralized, or mitigated, the offeror may be excluded from consideration for award.

In the event that this Task Order requires activity that would create an actual or potential conflict of interest, the Contractor shall:

- (a) Notify the GSA Contracting Officer of the actual or potential conflict, and not commence work on any task requirement that involves a potential or actual conflict of interest until specifically notified by the GSA Contracting Officer to proceed;
- (b) Identify the conflict and recommend to the GSA Contracting Officer an alternate tasking approach which would avoid the conflict;

If the GSA Contracting Officer determines that it is in the best interest of the Government to issue the Order, notwithstanding a conflict of interest, a request for waiver shall be submitted in accordance with FAR 9.503.

8.0 Task Order Terms and Conditions

8.1 Place of Performance: The performance of this task will be off-site and on-site. ~~Off site contractor facility.~~

8.2 Hours of Operation: Normal working hours are 8:00 – 4:00 PM. Contractor will be required to be available 9:00 – 3:00 Central Time. The Help Desk staff support is required as stated in PWS paragraph 3.2.1.

Overtime: Overtime is defined as hours billed at a premium over and above the awarded labor rate. Any use of overtime must be prior approved by the Government Contractor Officer, or designee Client Representative/COR. A contractor generated overtime authorization request form shall be submitted via an Action Memo through GSA's web-based IT Solutions Shop (ITSS) to the COR and/or GSA Contracting Officer for approval prior to working overtime. The form must identify the contractor employee name, task number, date of overtime, purpose, and number of hours being requested.

Extended Hours: Extended hours shall be authorized by the government Contracting Officer or designee COR. Extended hours are defined as any hours in excess of eighty (80) hours in a two (2) week billing period. A contractor generated authorization request form shall be submitted via an Action Memo through GSA's web-based IT Solutions Shop (ITSS) to the COR and/or GSA Contracting Officer for approval prior to working extended hours. The form must identify the contractor employee name, task number, date of overtime, purpose, and number of extended hours being requested.

8.3 Task Management: The client agency shall identify a Contractor Officer's Representative (COR) and an Alternate Contractor's Officer's Representative (ACOR). Management of this task will be performed by GSA through the COR. The COR will participate in project meetings and receive task order deliverables. The COR will provide technical assistance and clarification required for the performance of this task. Deliverables must be submitted through GSA's Web-Based Order Processing System (currently ITSS) for client approval.

8.3.1 Contracting Officer's Representative (COR) Designation: On or before task order award, the Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor will receive a copy of the written designation.

The following clause is incorporated by reference.

DFARS 252-201-7000 Contracting Officer's Representative (Dec 1991)

8.4 Key Personnel: The contractor shall identify key personnel by labor category and expertise in their quote. Any substitution of key personnel must be of equally qualified individuals as those identified in the contractor's quote. Key personnel positions required to be identified include:

- **SCRUM Master**
 - SCRUM is an interactive and incremental agile software development framework for managing software projects and product or application development. Its focus is on "a flexible, holistic product development strategy where a development team works as a unit to reach a common goal" as opposed to a "traditional, sequential approach".

- netCDS Operations Support Team Leader
- Development Team Leaders
- Certified Information Systems Security Professional (CISSP®)

8.4.1 Key Personnel Expertise: Key Personnel shall collectively possess expertise in the following areas (but not limited to):

8.4.1.1 Agile Methods: Experience and capabilities with successful development of complex systems in geographically dispersed, multi-vendor environment using SCRUM and Agile methods.

8.4.1.2 C2 Commander's Decision Services: Knowledge of C2 policies, procedures and practices at Major Command (MAJCOM), NAF, and Wing level, for commanders and staff. Operations include: flight operations, cyber operations, homeland security, natural disaster response, contingency operations, force provisioning, for in-garrison, deployed operations and expeditionary requirements, etc. Understanding of C2 requirements and tools for Cyber missions, cyber mission assurance, cyber warning, space and Cyber operations centers, offensive cyber operations and defense of the USAF Global Information Grid.

8.4.1.3 Software: JavaScript, Java, Groovy, MS SQL Server, JBoss, Apache HTTP Server, MSDN, fiddler, SOAPUI, JMeter, and Rally for management of requirements.

8.4.1.4 Information Assurance: DIACAP, Enterprise Information Technology Data Repository (EIDTR), Enterprise Mission Assurance Support Service (eMass), Incremental Information Assurance Accreditation, familiarity with Fortify.

8.4.1.5 Security Training: All personnel in positions of "elevated privileges" per DoD Regulation 8570 shall have, or shall obtain NLT 31 Dec 2013, necessary certification to comply with 8570 mandates. Elevated privileges is a privilege to access system resources and objects outside of the standard access control checks. A process running with an administrator's full access token is running with elevated privileges.

8.5 Government Furnished Items and Information: The Government will provide access to facilities, equipment, and technical information as required for the performance of this task. The Government shall provide adequate working space to include, but not be limited to, computer server access and telephone access when working in government facilities. CAC and facility access badges will be provided for individuals requiring regular access to government facilities and computer systems. The Government will not provide any GFE.

8.5.1 Contractor Furnished Items: The contractor must furnish everything needed to perform this contract according to all its terms. The Contractor must provide all facilities and maintenance of facilities. The contractor will provide office supplies, to include paper for copiers, folders, presentation materials, etc.

8.6 Other Direct Cost (ODC): ODCs are anticipated on this task order. ODCs are categories of charges utilized by the contractor in the performance of the contract service. ODCs are ancillary in nature and integrally related to the contractor's ability to perform the service being acquired, i.e., they must be necessary and integral for the overall service being performed and completion of the task. ODCs cannot be the primary purpose of a task order. The ODC must satisfy the criteria expressed within the scope of the contract/task order. ODCs must not duplicate cost covered in other areas of the contract.

Prior to purchasing any materials, the contractor shall identify specific requirements to the COR and Contracting Officer, who will determine whether they are necessary and integral to the performance of the task.

- a. Prior to acquiring ODCs, the contractor shall submit a request form (in contractor format) via action memo in the GSA IT Solutions Shop (ITSS) web-based order processing system, to the COR and GSA Contracting Officer for verification and approval. This form must identify the item(s) to be purchased, estimated cost(s), vendor, and reason for purchase.
- b. The GSA Contracting Officer will establish a not-to-exceed ODC ceiling and determine the fair and reasonableness of the proposed price/prices. Pursuant to FAR 16.601(b)(2), materials are to be provided at actual cost except as provided for in FAR 31.205-26(e) and (f).
- c. In some instances, a task order modification may be required to acquire the ODC. In that situation, the ODC may not be purchased prior to award of the modification.

Sustainable Acquisition FAR Clause Citations:

FAR Subpart 52.223-1 – Biobased Product Certification – Products

FAR Subpart 52.223-2 – Affirmative Procurement of Biobased Products Under Service and Construction Contracts

FAR Subpart 52.223-4 – Recovered Material Certification

FAR Subpart 52.223-9 – Estimate of Percentage of Recovered Material Content for EPA Designated Items

FAR Subpart 52.223-15 – Energy Efficiency

FAR Subpart 52.223-16 – IEEE 1680 Standard for the Environmental Assessment for the Environmental Assessment of Personal Computer Products

8.6.1 G&A: If applicable, the contractor shall identify the G&A and cost associated with individual ODCs. The contractor shall maintain calculations of available contract dollars budgeted and reflect G&A and reimbursable ODC line items separately in the monthly financial reports. The application of G&A on ODCs must be in accordance with a contractor's cost accounting standards and disclosure statements.

8.6.2 The budget for contractor ODCs under this task order is estimated as follows:

Base Period:	\$7,000
Option Period One:	\$7,000
Option Period Two:	\$7,000
6 Month Extension:	\$10,000.00 \$30,000.00

8.7 Travel: Travel may be required to fulfill the requirements of this task. The contractor shall ensure that the requested travel costs shall not exceed what has been authorized in the task order. Actual expenses limited by the Government Joint Travel Regulations and must be pre-approved by the client/COR and the Contracting Officer.

The contractor shall submit a contractor generated form to the COR and CO for authorization signature. The form shall identify the name(s) of travelers, dates of trip(s), location(s), estimated cost(s), and purpose. No travel shall be made without government COR and CO authorization. The contractor shall enter the travel request form via Action Memo into GSA's web-based procurement system, IT-Solutions Shop (ITSS) [<https://web.itss.gsa.gov>] for approval.

Monthly invoices must have an electronic copy of the travel expense summary for travel charges incurred for the month. The travel expense summary shall be a separate attachment from the invoice. (See Attachment 3, Travel Expense Summary)

8.7.1 Travel for Contractor Personnel: The budget for the Contractor travel under this task order is:

Base Period:	\$150,000.00
Option Period One:	\$150,000.00
Option Period Two:	\$150,000.00
6 Month Extension:	\$12,000.00 \$37,000.00

8.8 Privacy Act: Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

8.9 Security: All personnel performing on this task must be cleared to the SECRET level at time of award. All work is to be performed in accordance with DoD Operational Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254. Completed DD254 forms shall be submitted to the designated GSA Project Manager for the official contract file.

The following clause is incorporated.

FAR 52.204-9, Personal Identity Verification of Contractor Personnel. (Sept 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

The following clause is incorporated by reference.

FAR 52.222-54, Employment Eligibility Verification (E-verify). (Jan 2009)

- 8.10 Section 508 Compliance:** The Industry Partner shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Industry Partner should review the following Web sites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>
<http://www.access-board.gov/508.htm>
<http://www.w3.org/WAI/Resources>

- 8.11 Monthly Reporting:** Each monthly report shall be due on the tenth (10th) business day following the close of the calendar month. The report shall be submitted in the GSA's electronic Web-Based Order Processing System (currently ITSS).

- 8.11.1 Monthly Status Report (MSR):** The MSR shall contain the following information:

- Brief description of requirements;
- Brief summary of accomplishments during the reporting period and significant events regarding the task order;
- Deliverables submitted or progress on deliverable products;
- Any current or anticipated problems; and,
- Brief summary of activity planned for the next reporting period.

The MSR shall include labor charges for actual hours worked and Support Items, which are authorized in the task (e.g., travel, training, etc.). Charges shall not exceed the authorized cost limits established for labor and Support Items. The government will not pay any unauthorized charges. Original receipts, travel vouchers, etc. completed in accordance with Government Travel Regulations shall be maintained by the contractor to support charges other than labor hours and made available to Government auditors upon request.

The MSR shall include the following:

- Labor hours for each skill level (SL) category (specify the contractor employee name and SL);
- Total labor charges for each skill category;
- Support Items. (Support Items must be individually itemized and specified by each individual category). (i.e. travel and per diem, training, security check fees, commodities, etc);
- Total Support Item charges (G&A included - if allowed); and,
- Total monthly charges.

Note: Travel charges must include the traveler's name, dates of travel, destination, purpose of travel and cost for each trip.

8.12 Personal Service: The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

8.13 Problem Resolution: The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA PM within seven (7) calendar days of recognition. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor will work cooperatively with the Government to resolve issues as they arise.

8.14 Task Order Funding:
Incremental Funding—Time and Material: It is anticipated that the this task order might be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next sixty (60) days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state

the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days (60) before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

The following clauses are incorporated by reference.

FAR 52.232-18, Availability of Funds. (Apr 1984)

DFARS 252.232-7007, Limitation of Government Obligation (May 2006)

DFAR 252.209-7999 Class Deviation - Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law

- 8.15 Ceiling Price Notification:** If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation.
- 8.16 Reporting Executive Compensation and First-Tier Subcontract Award:** Unless otherwise directed by the contracting officer, reporting must occur by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data). Reporting on first-tier subcontracts is done at the Federal funding accountability and Transparency Act Subaward Reporting system (FSRS) at <http://www.fsr.gov>.

Reporting on executive compensation is done at the Central Contractor Registration at <http://www.ccr.gov>. Reporting on executive compensation occurs by the end of the month following the month of a contract award, and annually thereafter. The contractor shall report the names and total compensation of each of the five most highly compensated executives for the contractor's preceding fiscal year.

The contractor shall refer to the following clause incorporated by reference for exceptions and further guidance.

FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (July 2010)

8.17 CONTRACTOR MANPOWER REPORTING

Section 2330a of title 10, United States Code (10 USC 2330a), requires the Secretary of Defense to submit to Congress an annual inventory of contracts for services performed during the prior fiscal year for or on behalf of the Department of Defense (DoD). The inventory must include the number of contractor employees using direct labor hours and associated cost data collected from contractors.

The prime contractor shall report all contractor labor hours and cost data (including subcontractor labor hours and cost data) required for performance of services provided under this contract. The prime contractor is required to completely fill in all required data fields in accordance with the contractor's user guide instructions found at <http://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September for the life of the contract. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October* of each calendar year. Contractors may direct questions to the CMRA help desk.

*Reporting Period: Contractors are required to input data by 31 October of each year. However, due to the delayed implementation, input of FY12 data is required by 31 Mar 13.

Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at <http://www.ecmra.mil>.

9.0 Invoicing and Payment:

New Central Invoice Service (CIS) Process: (Implementation date is tentatively scheduled for 12/8/2014)

The contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the

invoice for that order. The new Central Invoice Service does not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission.

The Contracting Officers Representative (COR) and GSA Customer Account Manager must approve the invoice in ITSS prior to payment.

The contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877.

The following is the process used prior to CIS implementation:

Invoices shall be submitted simultaneously to GSA's electronic Web-Based Order Processing System (currently ITSS) and to GSA's Financial Operations and Disbursement Branch (BCEB) not later than five (5) workdays after acceptance by the Government of the product, service, and/or cost item. In the absence of Government acceptance of services within thirty (30) days, the contractor shall submit an invoice. Invoices shall be submitted monthly through GSA's electronic Web-Based Order Processing System (currently ITSS) to allow the client to electronically accept and certify services received by the COR. Electronic acceptance by the COR is considered concurrence and acceptance of services. The Contractor shall also submit a proper invoice to GSA's BCEB.

Original invoices shall be marked (stamped) "Original Copy" and submitted to GSA. For revised invoices, the Contractors should provide: 1) a distinguishing invoice number, 2) a brief explanation and 3) a cross reference to any previous invoice submission(s) for purposes of tracking and avoiding duplicate payments. The contractors can distinguish revised invoices by inserting an "R" at the end of the original invoice number, i.e. Inv123456 (original), Inv123456R (revised).

~~Contractor may submit an electronic invoice on GSA's Kansas City web site, www.finance.gsa.gov, or mail a hardcopy to the following address. Electronic posting is required preferred and will result in a quicker payment. NOTE: Only use one method of submission, web site or regular U.S. mail, but not both.~~

~~Hardcopy invoice shall be submitted to:~~

~~General Services Administration
Financial Operations and Disbursement Branch (BCEB)
P.O. Box 219434
Kansas City, MO 64121-9434~~

The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's

project. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

- GSA Task Order Number
- Task Order ACT Number
- Remittance Address
- Period of Performance for Billing Period
- Point of Contact and Phone Number
- Invoice Amount
 - Skill Level Name and Associated Skill Level Number
 - Actual Hours Worked During the Billing Period
 - Travel Itemized by Individual and Trip (if applicable); backup information must be provided in either the TSR (or separately) to substantiate the traveler's name, dates of travel, destination, purpose of travel and cost (airfare, lodging, per diem and other expenses) for each trip. This information must be provided in enough detail to allow GSA to verify compliance with the JTR.
 - Training Itemized by Individual and Purpose (if applicable)
 - Support Items Itemized by Specific Item and Amount (if applicable)

Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

The contractor's information in the System for Award Management (SAM) [<http://www.SAM.gov>]. (If you had an active record in CCR, you have an active record in SAM), must always match the contractor's information in GSA's electronic Web-Based Order Processing System (currently ITSS). Incorrect or non-matching information is the contractor's responsibility and will result in rejected invoices or other similar delays in payment.

An award cannot be made if the information in ITSS does not exactly match with the information in the SAM.

*PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS
SUBCONTRACTORS, (DEVIATION) (AUG 2012)*

(a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.

(b) Include the substance of this clause, including this paragraph (b), in all subcontracts with business concerns.

(c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

The following clauses are incorporated by reference.

FAR 52.212-4, Contract Terms and Conditions—Commercial Items, Alternate I (FEB 2007)

FAR 52.216-31, Time and Materials/Labor Hour Proposal Requirements—Commercial Item Acquisition (FEB 2007)

10.0 Task Order Closeout: The contractor shall submit a final invoice within forty-five (45) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

11.0 Workload History. Historical records are provided as a workload estimate only and are based on 2080 man-year hours. This estimate is the Government's estimated workload and is not intended to be binding on either party or to be the only possible solution to the requirements. The Offeror shall provide an explanation of any deviation from the below level of effort by more than (+/-2%). The offeror shall discuss in detail the assumptions and methods used to account for such variances.

Performance Requirements	<u>Annual</u> Estimated Hours
PWS: 3.1 – 3.6	36,360

12.0 List of Acronyms

Air Force (AF)
Aviation Resource Management System (ARMS)
Central Contractor Registration (CCR)
Network-Centric Commanders Decision Service (netCDS)
Common Access Card (CAC)
Defense Information Systems Agency (DISA)
Federal Acquisition Regulation (FAR)
Federal Acquisition Service (FAS)
Foreign Military Sales (FMS)
General Services Administration (GSA)
International Traffic in Arms Regulations (ITAR)
Mission Design Series (MDS)
Other Direct Cost (ODC)
Public Key Infrastructure (PKI)
Quality Control Plan (QCP)
Security Technical Implementation Guides (STIG)
Senior Contracting Officer (SCO)
Service Oriented Architectures (SOA)
Subject Matter Experts (SME)
Past Performance information Retrieval System (PPIRS)
Unit Level/Unit Command and Control (UL/UC2)

13.0 Attachments

- DD254 Rev Aug2016
- ~~DD254 Continuation Sheets (attachment 2)~~
- Travel Expense Summary (attachment 3)